Nuffield Research Placements
Guidance for confirmed project supervisors

Health & Safety and Insurance

Separate guidance notes on Health and Safety and Insurance are available from Nuffield Coordinators. You should have been asked to indicate that you are fully aware of Insurance and Health and Safety issues, including appropriate risk assessments.

Supervising student projects

- Plan the framework of the project before the student arrives. How the project develops will depend on the interest and motivation of the student. Your sustained interest in what the student is doing is of great value.

- Explain the significance of the project in its wider context so that the student understands why the project is worthwhile.

- Plan some goals with the student so that he or she knows what to aim for in the time available; but be flexible if things do not work out as planned.

- Teach the students any new techniques necessary for the project.

- Arrange a 'pre-visit', or an induction session early on in the project. This helps to smooth the path for students on the programme. Practical matters and domestic arrangements should be covered in the first few days.

- Introduce the student to other members of the department with whom they will be working and from whom they may seek advice when necessary.

- If your organisation is hosting more than one student on a project placement, perhaps in different departments, make sure that there is an opportunity for the students to meet.

- If you are taking your holiday during the period of the student's project, appoint a colleague to guide the student during your absence.

- Let the student work independently and creatively where possible.

- Make sure that the student is aware of your departmental rules on Health and Safety. Organisations providing projects are responsible for notifying their insurer of the presence of students while they are working on the projects (if this is required by your insurers).

- The students are expected to complete a questionnaire and submit a brief written report on their projects. It would benefit the students if you would encourage them to write up their reports during the period of the project. The student should submit the report to you within two weeks of finishing the project. You should then send a copy of the report to your Nuffield Coordinator. You will probably want the student to produce a more detailed report for your own benefit. Make sure that the student understands what is required.

![Nuffield Foundation logo]

- Some students may wish to use their project to obtain a CREST Award. CREST (Creativity in Science and Technology) is a nationally recognised award scheme which accredits science projects and research carried out by students in partnership with scientists, technologists, engineers and mathematicians. It provides a structure and a project management tool that could assist you in supporting your student. You will be asked to provide some evidence to support the student's achievements and you should check with them and/or the Nuffield Coordinator to find out exactly what is expected of you.

- We would appreciate your views on the programme and a brief online questionnaire will be provided by the Nuffield Coordinator for this purpose.

A checklist

Introductions	Expectations	Safety and security	Domestic arrangements
Head of Department	Working hours	Departmental Rules on Health & Safety	Toilets
Senior Line Manager	Conduct	Fire precautions and assembly point	Tea/Coffee facilities
Department Staff	Tasks/Activities	Departmental rules on security	Eating facilities
Other Nuffield Students	Deadlines		Layout of building
	Writing a report		Notice boards